

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
<u>ADDITIONAL RESPONSIBILITY ALLOWANCE</u> <u>POLICY</u>	REVISED January 1997
Resolution No.	Supercedes Resolution No.
Policy Number 3.19	PAGE 1 of 1

1. POLICY STATEMENT

To fairly provide additional remuneration for additional responsibility and work load during exceptional and unforeseen situations i.e. lengthy illness, lengthy leave of absences, and temporary position vacancies due to resignation / retirement. This policy is not intended for normal situations i.e. vacations, short-term illnesses, conferences, courses, meetings, etc.

2. EFFECTIVE DATE

This policy comes into effect on January 13, 1997 and cancels and supercedes all previous Additional Responsibility Allowance policies.

3. GUIDELINES

- A. Additional remuneration may be approved by the Administrator based upon a formula of 50% of the rate differential between the subordinate and the manager only after 5 consecutive working days of absence retro active to the first day.